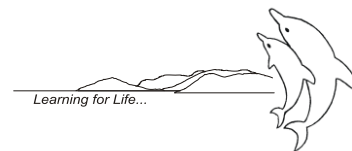


POSITION DESCRIPTION

**Permanent Teacher (1.0 FTTE)**  
**- Junior School**  
**- Curriculum Strength**



School: Havelock State Primary (Y0 - Y8)  
Job Title/Position: Teacher (0.1 FTTE)  
Tenure: Permanent  
Scale: Basic

Name:

Qual/Step:

Classroom Level[s]: Junior ~ Yrs 0 - 2

Responsible to: Principal

Major Responsibilities: Homeroom students – curriculum delivery and leadership /student achievement

Leadership: By Negotiation

Functional Relationships with:

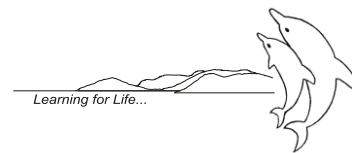
- Pupils
- Other Teaching Staff
- Principal
- Support Staff
- Parents
- External Support Agencies

### General Statement of Responsibilities

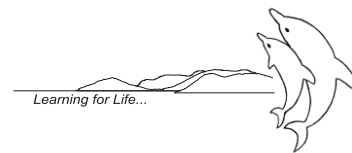
- 1 Classroom Responsibilities**  
Homeroom responsibilities in conjunction with the principal, providing full learning programmes etc learning opportunities for every child relative to their needs and abilities.
- 2 Organisational Responsibilities**  
Preparing teaching plans, developing and managing classroom resources; teaching to requirements of the charter, policies and programmes including the assessment and evaluation of students' work.
- 3 Professional Development.**  
Keeping abreast of teaching and educational developments, attending development programmes, participating in performance management and following-up on their outcomes.
- 4 General Contributions to the Corporate Life of the School.**  
Where and when appropriate participating in the wider educational, collegial and cultural life of the school.
- 5 Community Relationships/Responsibilities.**  
Remain loyal to the school and promote the school's charter, mission and policies.  
Act within the school's Code of Conduct.
- 6 Specific Responsibilities.**  
Providing leadership and oversight of at least one Learning Area.



Key Tasks	Desired Outcomes
<b>1 Classroom Responsibilities</b>	
Establish effective relationships with students based on mutual trust.	Respectful and positive relationships with all students.
Recognise the individuality of each child.	Every child recognised and catered for as an individual with regard to their learning needs.
Ensure an effective and challenging learning environment using a range of techniques and strategies.	Students arranged according to interest, abilities, behavioural and social factors. Routines and expectations clearly understood and practised by students.
<b>2 Organisational Responsibilities</b>	
Room maintained as effective teaching space.	Room is kept in a tidy and orderly fashion. Effective and professional display spaces.
Evaluate teaching/learning.	Records support learning & class teaching.
Prepare teaching plans.	Short-term (unit/theme) curriculum planning. Written long-term plans that follow curriculum programmes.
Implement curriculum.	Class programme will reflect school charter, policies and programmes.
Management of class teaching resources.	Effective use of resources in implementing the curriculum. Planning and purchasing of class resources through the operation of C/room Consumables Account via the Order Book. Resources are maintained and returned to proper storage place.
<b>3 Professional Development</b>	
Undertake performance appraisal.	Willingness to pursue professional development as part of the annual performance agreement.
Undertake professional development.	Through school and/or personal study, reading, involvement and collegial support, teachers will demonstrate in their teaching, an awareness and knowledge of new trends/developments/content.
Share tasks of leadership.	Willingness to lead colleagues in area/s of strength.
Professional Development.	Part-time staff will be invited to and funded to take part in in-service training as appropriate. Through school and/or personal study, reading, involvement and collegial support, teachers will demonstrate in their teaching, an awareness and knowledge of new trends, developments and content.



Key Tasks	Desired Outcomes	cont'd...
<b>4 General Contributions to the Corporate Life of the School</b>		
Participate in the wider educational, collegial and cultural of the school.	Teachers attend regular & extraordinary staff life meetings. Teachers endeavour to attend curric H & S meetings. Teachers attend the school's Annual Meeting and at least one other BOT meeting during the year.	
Contribute to the school within <i>Teachers' Code of Conduct</i> .	Conduct is within the spirit of the Teachers' Code of Conduct as contained in the Management Plan. [copy attached]	
<b>5 Community Relationships/Responsibilities</b>		
Records ready (Parent Reporting)	Have records prepared for class teacher to use in reporting in Jun & Dec. Teachers use guide-lines established in accord with school policy and records.	
Establish good relationships with parents/guardians.	Teachers establishing good relationships by being open and professional in their dealings with parents/guardians.	
Maintain the school's good name.	Maintain sound professional relationships with parents and/or guardians.	
<b>6 Specific Responsibilities</b>		
Teacherr-In-Charge of ...	Planning and resources for <u>Learning Area</u> in the school are supportive of teachrs & programmes. Leadership, providing effective school development and review in <u>Learning Area</u> , its statement of intent, programme and budget.	



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**Person Specification**

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**Requirement**

Registered teacher as determined by the EduCANZ

**Experience**

Multi-class teaching; rural communities; curriculum leadership; on-going professional development

**Personal Qualities**

Flexibility; wide range of interests and experiences; strong communication and inter-personal skills; punctual; ability to maintain confidentiality; team builder; good sense of humour; reliable and well organised.

**Professional Knowledge, Abilities and Skills**

Will have a sound knowledge of educational theory and practice in the school setting, with appropriate experience and qualifications relevant to the position. Will have a demonstrated ability to provide professional and instructional leadership to staff with experience in curriculum development and review and will demonstrate a good knowledge of Treaty issues and the processes of bi-culturalism.

**Accountability Through Performance Appraisal**

The teacher will undergo annual performance appraisal under the supervision of the principal within the context of both the EduCANZ *Our Code – Our Standards* and the *Primary Teachers' Collective Agreement* and the school's performance management guidelines.

Job Description approved by \_\_\_\_\_ Teacher

Date: \_\_\_\_\_ Principal

Job Description sighted by \_\_\_\_\_ Chairperson